

WEEKLY PROGRESS REPORT

NAME

Supervisor's Signature _____

TOTAL SAMPLES ASSIGNED:			
RUSHES			

RUSHES			

LABORATORY TIME			
	Time Allocation		
VACATION			
HOLIDAY			
SICK			
PERSONAL			
COMP TIME			
LEAVE W/O Pay			
COURT			
COURT TRAVEL			

Week Ending

Drug Laboratory

*RUSH cases**

0	TOTAL SAMPLES COMPLETED:						0
		RUSHES					

N/A=No Analysis Needed

Back Log:		1					

Overtime

SUMMARY
SAMPLES ASSIGNED
SAMPLES COMPLETED
SAMPLES IN BACKLOG

Safety

QA/QC			
INSTRUMENT MAINT.			
TRAINING			
TRAINING TRAVEL			
MEETINGS			
CASEWORK			
OTHER - IN LAB			
OTHER - OUT OF LAB			
Total All			
Total Out of Lab			

Comments:			
			In Progress

0

Total time out of lab	0.00
Total time in lab	37.50
Total overtime*	0.00

In Progress

Cases worked on OT				

Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	Case#	Type	#
															0